



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: MHA-10-09	POSITION: Social Worker
POSITION SERIES: DS-185	POSITION GRADE: 12
OPENING DATE: 10/28/09	CLOSING DATE: 11/09/09
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	SALARY RANGE: \$67,600 - \$86,482 per annum
WORKSITE: 64 New York Avenue, N.E. Washington, D.C.	TOUR OF DUTY: 8:15 AM to 4:45 PM, Monday-Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Department-Wide Only (DMH employees will be given first consideration)
AGENCY: DMH, Mental Health Authority	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: (X) Permanent () Term (13 months to 4 years) Not to Exceed _____. () Temporary (Up to 1 year), Not to Exceed _____.	
(X) This position IS in the collective bargaining unit represented by <u>S.E.I.U./1199E</u> and you may be required to pay an agency service fee through an automatic payroll deduction. () This position IS NOT in a collective bargaining unit.	
RESIDENCY REQUIREMENT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (Series 905), or an attorney position in the Excepted Service (Series 905) who is a bona fide District resident, AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
Pursuant to Title II of DC Law 15-353, "The Child and Youth, Safety and Health Omnibus Amendment Act of 2004, as amended", the individual selected to fill this position will, as a condition of employment, be required to complete a Criminal Background and/or Traffic Record Check. Employment with the Department of Mental Health is subject to satisfactory findings.	
BRIEF DESCRIPTION OF DUTIES: The incumbent serves Social Worker in the Division of Child and Youth Services, Office of Programs and Policy, Mental Health Authority, Department of Mental Health. The incumbent plans, develops, and designs short range and long range educational activities that are plan within the framework of the policies and guidelines. Plans, directors and executes collaborative activities for children mental health awareness day in partnership with local and national organizations in the District. Manages and coordinates the graphic design of all documents, pamphlets, and brochures, orientation materials for the programs within the children's division. Prepares written informational materials for inter agency news letters on Mental Health child related topics to educate the community. Oversees day to day program administrative operations for early childhood mental health program center consultations.	
QUALIFICATIONS REQUIREMENT: Applicants must have successfully completed a course of study in an accredited School of Social Work and have fulfilled all the requirements for the Master's Degree in Social Work. A copy of the Master's degree and license must accompany the application for the position. Applicants must possess one (1) year of professional work experience equivalent to the next lower grade level. In addition, applicants must be a licensed Independent Clinical Social Worker, LICSW, through the D.C. Department of Health, Health Professional Licensing Administration.	
SELECTIVE PLACEMENT FACTOR(S): None	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Knowledge of the System of Care core values and principles as enumerated through the Substance Abuse Mental Health Services Administration.
2. Knowledge of a variety of analytical techniques in gathering, analyzing and evaluating complex data and developing appropriate recommendation from internal and external stakeholders.
3. Comprehensive knowledge of a wide range of theories, principles, practices and techniques of Clinical Social Work.
4. Ability to use the computer and an electronic clinical record system.

EVIDENCE OF EDUCATIONAL ACHIEVEMENT (DEGREE, TRANSCRIPT OR CREDIT HOURS) MUST ACCOMPANY THE DC-2000, EMPLOYMENT APPLICATION.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Cynthia Hawkins (202) 673-6445
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."